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## BUILDING EMERGENCY PLANS

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## 1. GENERAL

- a. This Regulation establishes responsibilities and procedures for the development and implementation of Emergency Plans to be followed by Agency personnel in buildings in the metropolitan area of Washington, D. C.
- b. This Regulation supplements [ ] which prescribes the Agency's policy regarding the development and publication of plans of action to be taken in the event of any type of emergency situation which might affect the normal operation of the Agency.

## 2. POLICY

- a. Emergency Plans will be developed and executed in accordance with provisions of this Regulation for the protection of personnel and classified materials in all areas and buildings occupied by activities of the Agency.
- b. The Chief of the Major Component whose organizational elements occupy the greatest amount of space in a building will be responsible for the development and execution of the Emergency Plans for all Agency elements in that particular building and the immediately surrounding area. If principal occupancy is in doubt and the matter cannot be otherwise resolved, it will be referred by the Chiefs of the Major Components concerned, to the Director of Security for decision. The Chiefs of Major Components include the Deputy Directors (Administration), (Plans), (Intelligence); the Director of Training; the Assistant Director for Communications; and the Assistant Director for Personnel.
- c. The Chief of each Major Component, having responsibility for Emergency Plans in accordance with paragraph b above, shall appoint a Building Emergency Officer, and Alternate Building Emergency Officer, and when necessary, other emergency personnel for each building in which his elements have principal occupancy. These persons will assist the Chief of the Major Component in the discharge of his responsibility set forth in paragraph b above.

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- d. Progressive programs of training for the implementation of Emergency Plans will be conducted for all CIA personnel in accordance with the provisions of this Regulation. Such programs developed by the Director of Security in accordance with [ ] will include the distribution of informative materials designed to familiarize members of CIA with self-protection and self-assistance measures and all other such techniques and methods developed by Civil Defense authorities for the benefit of the public.

## 3. RESPONSIBILITIES

- a. The Chiefs of Major Components having responsibility for Emergency Plans for an area or areas are responsible for:

- (1) The orderly and expeditious evacuation of all buildings in their jurisdictional area or areas and for the movement of the occupants of such buildings to places of safety in case of fire, natural disaster, or other emergency and to designated shelter areas in the event of an air raid or other enemy action; and
- (2) Keeping the Director of Security currently informed of the names of all Building Emergency Officers and Alternates.

- b. Building Emergency Officers will:

- (1) Prepare detailed Emergency Plans for the evacuation or movement of personnel under their jurisdiction to areas of safety in all circumstances of emergency and for the protection of all classified material and equipment in the areas for which they are responsible. The Director of Security will provide necessary technical advice and assistance to Building Emergency Officers in the preparation of Emergency Plans for the areas for which they are responsible. These plans will be approved by the Chief of the Major Component responsible for the respective area and will be submitted to the Director of Security in accordance with paragraph 4a below. After approval by the Director of Security such plans will be maintained continuously on a current basis by the Building Emergency Officers concerned.
- (2) Upon the occurrence of any type of emergency, invoke appropriate measures pursuant to the Emergency Plans established for their respective areas, subject to the conditions set forth in paragraph 5 below.
- (3) Implement, under the staff supervision of the Director of Security, programs of training and the distribution of Civil Defense information and materials.

## 4. SUBMISSION OF EMERGENCY PLANS

- a. Emergency Plans prepared by Building Emergency Officers shall be submitted to the Director of Security for final approval through the Chiefs of the Major Components having responsibility for the areas concerned.

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b. The following guides will be used in the preparation of Emergency Plans by Building Emergency Officers:

- (1) A general statement of the plan, including instructions to all personnel and specific instructions to and duties of designated assistants to the Building Emergency Officers.
- (2) Building floor plans showing shelter areas, and station sites, fire fighting equipment, designated places of safety, evacuation routes, and emergency exits.

#### 5. EMERGENCY ACTION

Upon occurrence of any type of emergency at headquarters, and while the appropriate measures are being invoked by the Building Emergency Officer concerned, pursuant to the plan, the Building Emergency Officer or someone designated by him, will promptly alert the Commanding Officer of the CIA Security Patrol. (The Director of Security is the Commanding Officer of the CIA Security Patrol.) On arrival of the CIA Security Patrol at the site of action, the senior Security Patrol Member shall act as Emergency Marshall and will be in charge of all activities at the site, coordinating the operations of the various Building Emergency Officers and the activities of all persons with fire fighters and others, as appropriate.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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